

# Michigan State Senate Office of the Secretary of the Senate

## POSITION POSTING

### SESSION CLERKS (2)

**Summary Position Description:**

The persons in these positions perform a wide range of legislative and support services for the Michigan State Senate. These employees provide technical support and assistance to the legislative offices and staff.

A Session Enrolling Clerk receives, numbers, and prepares Senate bills and resolutions for introduction, printing, enrollment, and presentation to the Governor; electronically retrieves bills from the Legislative Service Bureau (LSB) bill drafting system; organizes referral of bills for the Senate Majority Leader; proofreads enrolled Senate bills to ensure accuracy of legislative enactments; receives and processes bills signed by and veto messages received from the Governor; makes documents available in electronic format; and responds to legislative inquiries.

A Session Journal Clerk compiles the Senate Journal for daily publication; attends daily legislative sessions; records legislative actions by note-taking and electronically; receives and prepares various official communications from the Governor and other state officers for inclusion in the Senate Journal; transcribes remarks of legislators; proofreads and maintains a subject index of the daily Senate Journal; makes documents available in electronic format; and responds to legislative inquiries.

**Qualifications:**

Associate's degree in a related field or equivalent work experience; a minimum typing speed of 60 wpm; word processing proficiency in Word; strict attention to detail; excellent grammatical and proofreading skills; the ability to handle multiple tasks; and work in a fast-paced environment. Legislative experience helpful.

**Status:** Full-time with benefits; Non-Partisan

**Salary:** \$29,703 - \$40,035

Detailed job descriptions for these positions may be obtained from the Senate Finance Office, 5th Floor, Suite 500, Boji Tower, 124 W. Allegan Street, Lansing, MI 48933; telephone (517) 373-2710.

These are non-Civil Service positions.

**Please send resume and cover letter by 5:00 p.m., Friday, January 18, 2013, to:**

Office of the Secretary of the Senate

Attention: Session Manager

P.O. Box 30036

Lansing, MI 48909-7536

or

Fax (517) 373-7455

or

E-mail [sessionmanager@senate.michigan.gov](mailto:sessionmanager@senate.michigan.gov)

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 373-2710 or TDD 373-0543.